

# INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST

## GS-1103-09

### I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). The incumbent performs a specified portion or portions of the full range of industrial property management assignments.

### II. MAJOR DUTIES AND RESPONSIBILITIES

Performs system surveys, designated portions of system surveys, or other related industrial property functions. Performs duties related to complex or highly complex property control systems for which a higher grade property administrator has full responsibility.

Duties typically performed include the following: reviewing the contractor's policy, procedures, and instructions; developing flow process data to identify critical processes within the contractor's system; applying statistical sampling techniques to obtain and validate data; determining adequacy of assigned category, identifying uneconomical or inefficient procedures or practices; conferring with contractor personnel to urge correction of noted deficiencies or improvements in the property control system; developing and submitting to superior a fully documented report covering all survey procedures, findings, and recommended actions; analyzing contractor's procurement to determine reasonable requirements, use and consumption of Government property; examining cases of loss, damage, or destruction of Government property and inventory adjustments, and preparing written findings for the property administrator with recommendations for determination of liability against contractor; determining whether the contractor is using Government property for the purposes authorized by the contract, and whether the contractor is exercising the appropriate degree of care in handling and maintaining Government property; and, at completion of contract, assuring that all Government property provided under the contract has been accounted for and there are no unresolved questions as to contractor liability.

### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

FL 1-6

950 pts.

Knowledge of ETA, DOL, GSA and Federal Property Management (FPMR) regulations; industrial property management methods, practices, procedures; and other guides in order to perform routine continuing assignments.

Ability to read, interpret, administer, and enforce contract provisions relating to industrial property.

Ability to communicate orally and in writing.

Factor 2 - Supervisory Controls

FL 2-3

275 pts.

The incumbent works under the technical supervision of a higher grade industrial property management specialist or supervisor who provides general instructions as to objectives, priorities, and deadlines. Work assignments, objectives and methods of accomplishment are usually prescribed for the incumbent, but are seldom reviewed or controlled while his work is in progress. Work is performed independently with assistance available on unusual problems. Completed work is spot checked for technical soundness and conformity with agency policy and established objectives. The incumbent keeps the supervisor informed of problems in resolving differences with the contractor, and persistent lack of corrective action by the contractor or subcontractors, or unusual or controversial problems. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines

FL 3-3

275 pts.

Guidelines include relevant portions of assigned contracts; DOL, ETA, GSA and other Federal property and procurement regulations, established techniques and precedents, and office instructions. Guidelines are not always applicable and the incumbent must use judgment in choosing, interpreting, and applying the guidelines.

Factor 4 - Complexity

FL 4-3

150 pts.

The work involves varied duties in the industrial property management process. Assignments are of moderate difficulty and require the use of a number of different and unrelated analytical methods and techniques. The techniques used in following procedures are normally routine, but may involve some adaptation of established procedures. For each step, the incumbent must make decisions on the appropriate course of action to choose.

Factor 5 - Scope and Effect

FL 5-3

150 pts.

The primary purpose of the work is to review, analyze, and monitor all aspects contractor maintained and utilized Government industrial property. Based on a review of survey findings, the incumbent is responsible for making an initial decision in the form of a recommendation to the property administrator that the contractor is complying with contractual and agency requirements related to control of Government property. Advice and recommendations support the conduct of the organization's industrial property management program and/or administrative operations. Work contributes to the accomplishment of program goals and objectives and protects the Government's investment in contractor maintained and utilized property.

Factor 6 - Personal Contacts

FL 6-2

25 pts.

Contacts are with co-workers within the immediate office, contractor personnel, and representatives from program, and support areas who can provide information. Other informal contacts may include

staff of other agencies and private sector organizations who conduct activities related to the work of the office.

Factor 7 - Purpose of Contacts

FL 7-2

50 pts.

The incumbent has numerous contacts with contractor personnel to exchange factual data, to secure the contractor's cooperation in correcting deficiencies in the property control system, and to examine and justify the contractor's property control procedures and operations. The incumbent coordinates property administration matters with specialists in related fields, such as production specialist, quality control representatives, contracting officers, and other ETA and DOL personnel.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

The work is normally performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 1885 pts.

#### IV. UNIQUE POSITION REQUIREMENTS